

17 JUL 1972

Executive Registry

72-4005

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Security Classification and Markings of Agency
Regulatory IssuancesREFERENCE : [] National Security Information -
Classification, Declassification and Access

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1. This memorandum contains a recommendation for your approval in paragraph 7.

2. The Agency's regulatory system consists of regulations, handbooks, and notices for both headquarters and field use. Headquarters Regulations are contained in three hardback loose-leaf volumes; Field Regulations are contained in two such volumes. The binders for these volumes are preclassified Secret. With only three exceptions, [] which are marked Administrative - Internal Use Only, Headquarters Regulations are classified Secret or Confidential. All Field Regulations are classified. The covers for handbooks are also preclassified Secret or Confidential, depending on the classification of the material in the handbook. Notices are not filed in standardized binders and, therefore, are not considered physically connected documents. Notices are usually effective for no more than a year (unless extended), and many are destroyed upon reading.

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3. Regulations and handbooks comprise the Agency's permanent management directives. They are continually revised and updated as policy and procedures for conducting the Agency's business changes. Heretofore little thought was given to decisions on the classification of regulations except to determine whether an issuance should be Secret or Confidential. Consistent with the provisions of

[] however, we now must take a closer look at our regulations, and must not classify those that fail to meet the new classification policy. A cursory review of the Security Series alone reveals that a minimum of four regulations in this series []

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[], probably should not be classified. I do not propose, however, that we make a special effort to declassify regulations at this time, but suggest that upon revision of these regulations and handbooks we classify them in accordance with the new standards. This could result in some publishing problems because a classified regulation might frequently have on its back-up page another regulation that is unclassified. This problem can be overcome by printing separately.

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4. Although I believe that certain Headquarters Regulations could and should be unclassified, I propose that when the regulations are filed in binders, the binders remain classified Secret, and fly leafs be provided for each volume. A sample is attached.

5. Another issue of concern is whether our classified regulatory issuances should be exempted from the General Declassification Schedule. I believe they should be. Our regulatory issuances provide a permanent record of how the Agency's business is managed - past, present, and future; ergo declassification of any could reveal intelligence sources and methods.

6. I understand that the Deputy Director for Plans intends to classify all field regulatory issuances and exempt them from automatic downgrading (or declassification) under paragraph 5B(2) of Executive Order 11652. There may be some rare exceptions to this policy as in the case of [redacted] Although [redacted] was unclassified, field stations and bases will treat it in the same manner as a classified document.

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7. In view of the above, I recommend the following policy be adopted regarding the classifying and marking of headquarters regulatory issuances:

a. Regulations and handbooks. The covers for regulations and handbooks be considered containers of physically connected documents and be classified according to the highest classification of any issuance in the binder. Further, that all future regulatory issuances or revisions to current regulatory issuances be classified according to the criteria established in [redacted] And last, that when the decision is made to classify a regulatory issuance, the issuance be exempted from the General Declassification Schedule.

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b. Notices. To be classified in accordance with the criteria established in [redacted] and when classified, be exempted from the General Declassification Schedule.

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c. The regulatory issuances not classified will carry the control marking "Administrative - Internal Use Only."

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d. Notwithstanding any classification or control marking placed on a regulatory issuance, all such issuances will be subject to the exemption provisions of Annex A, Central Intelligence Agency - Public Access to Documents and Records - Declassification Requests, as amended 21 July 1972 to [] dated 13 June 1972. This Annex details CIA administrative procedures for determining exemptions from public disclosure under any of clauses (1) through (9) of subsection 552(b), Title 5, United States Code.

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8. Approval of the above recommendations would result in an increasing number of our headquarters regulatory issuances being unclassified; however, they would bear the control marking "Administrative - Internal Use Only."

John W. Coffey
Deputy Director
for Support

Attachment

The recommendation contained in paragraph 7 is approved.

W. E. Colby
Executive Director-Comptroller

Date

DDS/SSS/HEP:cmj/pea (28 July 1972)

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ATTACHMENT

Headquarters Regulation
VOLUME I

WARNING

This manual is classified Secret. The classified pages contained herein are exempt from the General Declassification Schedule under Section 5(B)(2) of Executive Order 11652.

No classified or unclassified pages contained in this manual will be made available to the public except under provisions of Annex A, (revised 21 July 1972) Central Intelligence Agency - Public Access to Documents and Records - Declassification Requests.

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